



Wexford-Missaukee Intermediate School District

Helping Schools Help Students

NOTICE OF FULL-TIME POSITION OPENING

July 10, 2024

TITLE Pupil Accounting/Database Auditor

DATE OF POSITION OPENING On or about August 12, 2024

SPECIFIC RESPONSIBILITIES

The Pupil Accounting/Database Auditor will have performance responsibilities but not limited to the following areas:

1. Facilitate meetings for local staff on pupil accounting needs and state reporting systems (i.e. PowerSchool)
2. Provide technical support (training resources) for the needs of electronic and traditional reporting to the Michigan Department of Education
3. Provide technical support and follow requirements for Pupil Accounting
4. Maintain, update, circulate materials and keep portions of web site current
5. Support Free Lunch Direct Certification on behalf of local districts
6. Conduct and certify all Pupil Accounting audits and reports
7. Develop audit format, questionnaires and worksheets related to pupil accounting audits
8. Extract a variety of data from district database and prepare special audits and reports
9. Assist with tracking, compiling, and maintaining instructional minutes for all district school sites (i.e. School of Choice)
10. Manage State reporting related to pupil accounting
11. Attend scheduled administrative/superintendent meetings
12. Participation in professional growth activities (i.e. MSBO, MPAAA)

Educational Requirements

1. Bachelor's Degree

MINIMUM QUALIFICATIONS

1. Must have attention to detail, excellent organizational and multitasking abilities
2. Must have knowledge/and experience with specific software programs including MSDS, PowerSchool, Microsoft and Google Suites, and database manipulation
3. Must have demonstrated skills, and knowledge of human relations
4. Must have demonstrated math, written and verbal communication skills
5. Must have a high level of initiative

6. Valid MI State Driver's License or State ID
7. Ability to pass a Criminal Background check, pre-employment physical, and drug screen

WAGES AND BENEFITS Salary of \$55,000-\$60,000 depending on experience. Benefits include health, vision, and dental, along with paid sick, personal, vacation and holidays

HOURS TO BE WORKED 8 hours daily

CALENDAR Full-year position (261 days)

APPLICATION PROCEDURE Qualified applicants **must** submit:

- Application (online by going to the WMISD Website (<https://wmisd.org/job-postings/>))
- Cover letter
- Resume
- Copies of Transcripts and/or certifications
- Three letters of reference from individuals familiar with the candidate's work experience and abilities

Please email application materials in one PDF to:

Trina Scott, Human Resources Coordinator

Email: humanresources@wmisd.org

Phone: 231.876.2276

APPLICATION DEADLINE July 24th, 2024, 12:00 pm

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Wexford-Missaukee Intermediate School District is committed to a policy of equal employment opportunity, and does not discriminate in the terms, conditions, or privileges of employment, nor does it condone sexual or other harassment, on account of race, color, creed, religion, sex, age, national origin, height, weight, marital status, gender identity, sexual orientation, disability, or other protected categories under federal or applicable state or local law. Under this policy, equal employment opportunity is required in recruitment, hiring, training, and development, promotion, termination, compensation, benefits, and all other terms, conditions, and privileges of employment. For more information, contact the Superintendent at 9905 E 13th Street, Cadillac, MI, 49601 or (231) 876-2260.